

# VACCINE EMERGENCY HANDLING PLAN

## 1. ***Make sure you have emergency equipment on hand:***

- Flashlight and spare batteries
- Insulated coolers, ice packs and barrier material (newspaper, bubble wrap, etc.)
- Thermometer - use refrigerator and/or freezer thermometer if no thermometer strips are available
- Cell phone
- Create an alliance with another practice to store vaccine in times of disaster.
- Complete the Emergency Site information below identifying where you can transfer vaccine:

Facility Name \_\_\_\_\_ Address: \_\_\_\_\_

Contact Name/Phone Number: \_\_\_\_\_

## 2. ***What is the source of the Power Outage:***

- Check the circuit breaker
- Call the local power company

## 2. ***Contact VFC Immediately!***

- How long has the power been out
- **Do not open refrigerator or freezer until instructed by VFC.**

## 3. ***Temperature Checks – If instructed by VFC:***

- Check refrigerator temperature: ***should be between 35°F and 46°F (2°C & 8°C).***
- Check freezer temperature: ***should be – 58F to +5F (-50C to -15C).***
- If temperatures are not within the specified ranges listed above, conduct a vaccine inventory and call the Vaccine Center immediately.

## 4. ***Move Vaccine to Emergency Sites:***

- Call your designated back-up person.
- Call the emergency site to ensure power is on and has been maintained at that site.
- Call your local hospital(s), and/or 24-hour drug store for emergency storage if the power is out at your Emergency Site.

## 5. ***All staff should review the emergency plan and receive a copy in writing. All office staff, including the janitor and the security company, should know the standard procedure to follow, the contact person(s), and where/how the individual vaccines are to be stored.***

### EMERGENCY PERSONNEL CONTACTS

Name/Title	Home Phone	Cell Phone	Pager
Emergency Contacts		Phone Numbers	
Emergency Site Contact:			
Power Company:			